



## Committee Management JAD

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**Date:** August 7, 2002, Wed.  
**Time:** 1:00–4:30 p.m.  
**Location:** Rockledge 2, Room 7111  
**Advocate:** Anna Snouffer  
**Team Leader:** Krishna Collie  
**Next Meeting:** **TBD when screens are developed for review**

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### Action Items

1. (Krishna) Check to confirm that the Name parameters should be 90. (View Committee Roster Report) *Names are 90 characters and include the first, last and middle names.*
2. (Krishna) Change the “As of Date” to default to today’s date. (View Committee Roster Report)
3. (Krishna) Change sorting parameters so they are not case sensitive and, therefore, sort properly. (View Committee Roster Report)
4. (Krishna) When navigating from the screen to the report, what fields default from the screen to the report? (View Meeting Roster Report)
5. (Krishna) Look at parameters of pick lists in all Use Cases to be sure that all parameters from reports are also reflected on the corresponding screens Update all LOVs. (View Meeting Roster Report)
6. (Krishna) Default GSA rates for Meeting Data screen. (View Meeting Roster Report)
7. (Krishna) Check to see if the Consultant and SRA parameters should be 200 or 90. (View NIH-1715 Voucher Report)
8. (Krishna) Check to see if the Name of Chairman parameter should be 90. (View NIH-1715 Voucher Report)
9. (Krishna) Update all Table/Column Name Source Value section in this table. (View NIH-1715 Voucher Report)
10. (Krishna) Check to see if the Name parameter should be 90. (View Invitation to Travel Report)
11. (Krishna) Change the Formatting and Edits of the Meeting address to the new meeting address format. (View Invitation to Travel Report)
12. (Ev) Check with Tracy as to what “internal comments” would be used for and send answer to JAD members via email.

## Documents

The following CM Use Case Specification documents were reviewed at this meeting.

- View Committee Roster Report: [http://era.nih.gov/Docs/View\\_Committee\\_Roster\\_Report.pdf](http://era.nih.gov/Docs/View_Committee_Roster_Report.pdf)
- View Meeting Roster Report: [http://era.nih.gov/Docs/View\\_Meeting\\_Roster\\_Report.pdf](http://era.nih.gov/Docs/View_Meeting_Roster_Report.pdf)
- View NIH-1715 (Voucher) Report: [http://era.nih.gov/Docs/View\\_NIH\\_1715\\_Report.pdf](http://era.nih.gov/Docs/View_NIH_1715_Report.pdf)
- View Mailing Labels Report: [http://era.nih.gov/Docs/View\\_Mailing\\_Labels.pdf](http://era.nih.gov/Docs/View_Mailing_Labels.pdf)
- View Invitation to Travel Report: [http://era.nih.gov/Docs/View\\_Invitation\\_to\\_Travel\\_Report.pdf](http://era.nih.gov/Docs/View_Invitation_to_Travel_Report.pdf)

## Action Item Review from Last Meeting

Action Item	Status
1. (Krishna) Update this JAD regarding what is being released in the December and March releases of the CM Fast Track at the next meeting.	Krishna will send a list of the Use Cases that will be included in the December and March releases to Sandy, who will distribute it to JAD members.
2. (Krishna) Validate the suffix box in the Degree Module to be sure there are no degrees in it.	The degrees now are to be entered in the Persons Module in a specific field for degrees, and are not to be entered as a suffix to a person's name. Krishna will validate.
3. (Anna) Prepare the business rule for changing "Attendee Class" to determine what needs to change. We'll determine Use Case, finalize business rules and determine what the changes will affect. (Verify Roster Use Case)	Bring to next meeting: OSC/ED, add column to COI tracking chart.
4. (Krishna) Look at changes in the Roster Verification business rules that we're proposing to see ripple effects in member history, etc. (Verify Roster Use Case)	Need to verify.

## Corrections to Meeting Minutes

Date	Use Case/Section	Changes/Suggestions
7/31	p. 5 of Minutes: Action Items	5. ( <del>Colleen</del> <b>Anna</b> ) Prepare the business rule for changing “Attendee Class” to determine what needs to change. We’ll determine Use Case, finalize business rules and determine what the changes will affect. (Verify Roster Use Case)
7/31	Copy Roster, 6.4.1 Copy Roster Buttons	<del>Return to Roster Maintenance</del> <b>Copy Roster Member</b> – Navigate to Roster Maintenance Screen.
7/31	<b>Verify Roster</b> , 6.4 IRG/SEP Post Mtg Roster Verification Screen	Colleen clarified that anything that is changed on this screen ripples through to change all associated modules.  It was noted that this screen works for <b>IRGs and SEPs</b> but does not work for <b>PAC, NAC and BSC</b> .

## CM Use Case Specifications: View Committee Roster Report

There were several changes and suggestions, which are reflected in the following table.

Page	Description	Changes/Suggestions
11	4.5.1 Person Name, Title and Date Data Elements (table)	
	Name: Description The name of the <del>meeting attendee</del> <b>committee member</b> .	
	Name: Formatting: Char( <del>150</del> <b>90</b> )	<b>Action: (Krishna) Check to confirm that the Name parameters should be 90.</b>
12	Actual End Date: Table/Column Name <del>For an ex officio, retrieve the date from emte_members_t.actual_end_date.</del>	There is no end date for an ex officio member.
17	<del>6.3.5 Editing the Report</del> <del>Users will have the ability to edit the report once it has been generated.</del>	Delete this entire section.
18	6.4.1 Committee Roster Parameter Form	The “As of Date” should be defaulted to today’s date.  <b>Action: (Krishna) Change the “As of Date” to default to today’s date.</b>

Page	Description	Changes/Suggestions
	Voucher Form and Parameter Form	<p>The sorting parameters on these two forms currently are case-sensitive so that all names entered in all uppercase characters appear above names entered in upper/lowercase characters.</p> <p><b>Action: (Krishna) Change sorting parameters so they are not case sensitive and, therefore, sort properly.</b></p>

## CM Use Case Specifications: View Meeting Roster Report

There were several changes and suggestions, which are reflected in the following table.

Page	Description	Changes/Suggestions
8	Element Name: SRA <del>Org</del> <i>Des</i>	Change this element name (from SRA Org to SRA Des) throughout all Use Cases.
8	Add Group Code element name	
10	4.4 Meeting Roster Header Elements (table)	
	Element names	<p>Reorder the element names to this order:</p> <ol style="list-style-type: none"> <li>1. Meeting Roster</li> <li>2. <del>Agency</del> <b><i>IC Institute &amp; Center</i></b></li> <li>3. Parent Committee Title</li> <li>4. Committee Title</li> <li>5. Acronym</li> <li>6. Panel Name</li> <li>7. Meeting Start Date</li> <li>8. Meeting End Date</li> </ol>
10	<del>Agency</del> <b><i>IC Institute &amp; Center</i></b> , Description Outputs the <del>agency</del> <b><i>IC</i></b> name.	
11	Element Name, Meeting Start Date, Formatting:  Dependent on 'Force Upper Case' Parameter. <b><i>As typed.</i></b>	

Page	Description	Changes/Suggestions
11	Title, Table/Column Name	Add degree table.
15	6.3.2 Attendee Role Headings  1. If the attendee role codes are '01', '04', '05', '06', <del>do not display a heading</del> <b>display the word "Members" above the first member in list.</b>	
16	6.4 Other Requirements  If you are working in a default meeting, you do not need to enter parameters because it is set to the default.	<b>Action: (Krishna) When navigating from the screen to the report, what fields default from the screen to the report?</b>
17	6.5.1 Meeting Roster Parameter Form <del>Flex</del> <b>CMTE Flex.</b> <del>Acronym</del> <b>CMTE Acronym.</b> <del>Print</del> <b>Format</b> 1 or 2 Columns <del>Print</del> <b>Include</b> Cover and End Sheets	Separate phone, fax and email.  Provide the ability to choose the default of none.  Add <b>Group Code.</b>
		<b>Action: (Krishna) Look at parameters of pick lists in all Use Cases to be sure that all parameters from reports are also reflected on the corresponding screens Update all LOVs.</b>
		<b>Action: (Krishna) Default GSA rates for Meeting Data screen.</b>

## CM Use Case Specifications: View NIH-1715 (Voucher) Report

There were several changes and suggestions, which are reflected in the following table.

Page	Description	Changes/Suggestions
7	Element Name: <del>Print</del> <b>Include</b> Cover and End Sheets	
9	Element Names: Consultant and SRA, Formatting: Char(200 90)	<b>Action: (Krishna) Check to see if the Consultant and SRA parameters should be 90.</b>
9	Element Name: Name of Chairman	<b>Action: (Krishna) Check to see if the Name of Chairman parameter should be 90.</b>

Page	Description	Changes/Suggestions
		<b>Action: (Krishna) Update all Table/Column Name Source Value section in this table.</b>
12	Element Name: Social Security Number, Char (9 11)	Include characters for hyphens in SSN.
18	4.5.5 NIH-1715 Parameter Form <i>CMTE</i> Acronym <i>CMTE</i> Flex	Add Group Code. Add names (and numbers) in alphabetical order.

### CM Use Case Specifications: View Mailing Labels Report

There were several changes and suggestions, which are reflected in the following table.

Page	Description	Changes/Suggestions
6	Element Name: <del>Show Cover/End Sheet</del>	Delete this option.
7		Add Group Code.

### CM Use Case Specifications: View Invitation to Travel Report

There were several changes and suggestions, which are reflected in the following table.

Page	Description	Changes/Suggestions
6	<i>CMTE</i> Acronym	
6	<i>CMTE</i> Flex	
6	Table	Add Group Code
8	4.4.2 Person Name	
8	Element Name: Name Char( <del>450</del> 90)	<b>Action: (Krishna) Check to see if the Name parameter should be 90.</b>
8	Element Name: Name  Edits: Left justified. <del>The name and degree information is concatenated. See Algorithms, Formatting the Attendee's Name.</del>	

Page	Description	Changes/Suggestions
8	Element Name: Degree <del>VARCHAR(40)</del>	
9	4.4.3 Meeting Address (Itinerary) Char and Edits	<b>Action: (Krishna) Change the Formatting and Edits of the Meeting address to the new meeting address format.</b>
10	<del>Acronym of IRG committee</del> <b>CMTE</b> <b>Acronym</b>	
11	Billing Address: Table/Column Name	Check address. Where is this information coming from? Should it have "VCH" at end or "SRA ROS?"
15	Invitation to Travel Parameter Form, Report Title	The report title is not editable.

## Roster Maintenance Issues

The group reviewed some questions regarding Roster Maintenance raised by Ev Sinnett. The result was that some changes were agreed upon as follows:

Issue	Result
What are "Internal Comments?"	<b>Action: (Ev) Check with Tracy as to what "internal comments" would be used for and send answer to JAD members via email.</b>
Two screens, Add Current Cmte Members and Current Committee Members (pp 44 and 45), could be combined	The group concurred and Krishna will update the Use Case.
On the Role Search (Previous Members) screen (p. 46), the full acronym including the group code, should be added to both query and hit list.	The group concurred and Krishna will update the Use Case.
Add buttons to quickly link to Person involvement and attendee information would be useful on the Role Search (Previous Members) page (p. 46).	The group concurred and Krishna will update the Use Case.

## Attendees

Blizard, Colleen (NGIT)  
Cheng, Alice (OD)  
Collie, Krishna (RN  
Solutions)

Kelly, Mary (NIDCR)  
Nuss, Mary (NIAID)  
Seppala, Sandy (LTS/OCO,  
recorder)

Sinnett, Ev (CSR)  
Sprick, Carin (OD)  
Valeda, Kathryn (NHLBI)  
Whelan, Kate (NIMH)

